

**CLASS TITLE: SENIOR MANAGEMENT AND
METHODS ANALYST**

Class Code: 02704300
Pay Grade: 25A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible technical research work and analyses in connection with administrative policy, methods, procedural, organizational and operational studies of a complex nature and to make appropriate recommendations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom work assignments and general instructions are received with much latitude for the use of independent judgement; work is usually reviewed upon completion for conformance to accepted techniques of management methods analysis and given instructions and with pertinent laws and regulations.

SUPERVISION EXERCISED: As required, assigns and reviews the work of Management and Methods Analysts and clerical assistants; reviews work in process and upon completion for conformance to instructions given and for accuracy.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible technical research work and analyses in connection with administrative policy, methods, procedural, organizational and operational studies of a complex nature and to make appropriate recommendations.

To make independent studies and to perform independent research of the feasibility of proposed new programs, policies and procedures.

To make field investigations in order to define problem areas and to conduct reviews of existing programs, methods, procedures and policies for the purpose of evaluating their administration, objectives, efficiency, effectiveness and suitability in the light of current conditions, costs and modern methods; and to make detailed recommendations for the elimination or simplification, or consolidation or standardization of methods, procedures and policies where required and to supervise the implementation of such changes in methods or procedures and policies.

To develop detailed procedural or operational manuals with work flow charts, functional charts or organizational charts as required and to review, refine, develop and design forms.

To make detailed studies of current space utilization and projected space requirements of state agencies and to assist in preparing a program for the apportionment and use of existing or newly acquired office space.

To make detailed recommendations covering the requirements of state agencies for office equipment, determining the priority of need and the type to be purchased.

To assist a superior to compile and edit the annual digest of the reports of the state government or the annual report of a state agency and to proofread printers galley sheets for errors in typesetting, omissions or corrections prior to printing.

To provide technical service, advice and assistance to the cities and towns on a variety of public administration problems such as: personnel studies; local property assessment analyses; management and procedural studies; municipal fiscal studies; to provide in-service seminars; and training sessions to familiarize local officials with the latest trends in these fields.

To advise and assist municipal officials in the preparation of legislation aimed at aiding or assisting local communities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the theory, principles and practices of administrative management; a thorough knowledge of the organization of the Rhode Island State Government; a thorough knowledge of the principles and methods used in the collection, analysis, evaluation and presentation of findings relative to the effectiveness of departmental and agency administrative policies, methods and procedures, organization and operations; a thorough knowledge of the principles and methods and techniques applied in the design and standardization of administrative forms; a thorough knowledge of the principles, methods and techniques applied in making studies of current space utilization and projected space requirements of state departments or agencies and for the apportionment and use of existing or newly acquired space; a thorough knowledge of the principles, methods and techniques applied in the approval of requirements of state departments or agencies for office equipment; the ability to apply the foregoing principles, practices, methods and techniques; the ability to analyze and evaluate data and to use clear and precise language in the preparation of written reports of findings based on pertinent research work and analysis; the ability to establish and maintain effective working relationships with departmental and agency officials and employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible technical position which has provided the opportunity to acquire and apply practical and theoretical knowledge of varied management functions and techniques to a variety of management problems in order to achieve more effective operations; or employment at the level of a Management and Methods Analyst.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: January 28, 1968

Editorial Review: 3-15-2003